

PAYMENT SCHEDULE

PAYMENT IN FULL

Tuition for families paying, in full, is due by June 30, 2007. Payment is made directly to the school and may be made by cash, check, money order, or credit card. Credit card payments will have a 4% processing fee added to the tuition amount. If no payment is received by July 14th, a late charge of \$25.00 will apply. If no payment is received by July 31st, payment through FACTS will be required or positions will be forfeited. A \$50.00 per child reduction in tuition may be taken if payment is made on or before June 30, 2006. After June 30th, this reduction is forfeited.

MONTHLY PAYMENTS

Tuition is payable monthly, by automatic payment, from your bank account through FACTS Management Company. Payments begin in May 2007 and will continue monthly through April 2008. Payments will be made on the same day each month either the 5th or 20th. If you are not currently set up with FACTS, your **FACTS Enrollment Form** must be returned to the school by April 6, 2007. FACTS will deduct a fee of \$38.00 from your bank account as a one time set up fee before any tuition payments are collected. **There are no exceptions – All families making monthly payments must sign up for FACTS!**

ADMISSION POLICIES

Students are accepted and admitted in the following priority:

1. Currently enrolled students retain space assuming satisfactory progress in all areas, academic and social.
2. Siblings of students currently enrolled in St. Joseph Catholic Elementary School
3. New Catholic students
4. New non-Catholic students are accepted, as space is available.

ADDITIONAL NOTES

- All returned checks are sent directly to Bonneville Collections and are assessed a fee for their collection services. Two returned checks in a 12 month period will result in a requirement for payment by cash or money order.
- If an account is 30 calendar days delinquent, the Finance Committee will be notified. If an account (including EDP and other charges) becomes 60 days delinquent, it must be brought to current status within 10 days (including late fees) or position(s) held will be forfeited. A student may not take tests or final examinations until payment is made.
- Families already attending St. Joseph whose accounts (including EDP and other charges) are not current by April 5, 2008 will forfeit their positions for the 2008/09 school year.
- If positions are forfeited due to nonpayment, the parents may reapply for space(s) when the account (including late fees) is brought current. The application must include a payment plan (in writing) with an explanation of the reason for the previous delinquency. This will be submitted to the Finance Committee at their next regularly scheduled meeting. If the plan is approved, the students will be placed on the appropriate waiting lists.
- If an account remains delinquent after 90 days, the account will be turned over to Collection Services Bureau for collection.
- In divorce situations, the custodial parent will be required to sign all tuition contracts and is responsible for timely payment.
- To receive credit for parish support, parent(s) must meet diocesan guidelines which define a Catholic as one who is registered within a parish, regularly attends Mass, supports the parish financially and/or through service, and has baptized the child(ren) who will attend the Catholic school. Each pastor will give approval or non-approval of support for each family based on this policy. A pastor may ask to meet with families before granting his approval. The pastor will send a list to the school indicating which families have parishioner status, and will therefore receive parish financial support. The pastor may choose to re-evaluate the approved list quarterly or biannually. Tuition is adjusted to regular rate if parish support is withdrawn.

Please check the option you prefer for payment of Tuition.

_____ Payment in full on or before **June 30, 2007**

_____ Payment through FACTS Management Company, beginning **May, 2007**.

I (We) have students in the following grades for the 2007 - 2008 school year:

_____ Pre 3 _____ Pre 4 _____ K _____ 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____ 7th _____ 8th

By signing below I am accepting the above policies and payment schedule. This form must be returned to the office on or before **Friday, March 16, 2007**.

Family Name *PLEASE PRINT*)

Date

Parent/Guardian Signature *(This person is responsible for tuition payment)*